

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 90-10**

26 November 2002

Command Policy

ADVERSE WEATHER OPERATIONS

- REFERENCES:**
- (a) USTRANSCOM Policy Directive 90-10, Adverse Weather Operations, 1 Mar 2000, **hereby cancelled.**
 - (b) Air Force Instruction (AFI) 36-815, Absence and Leave
 - (c) Scott Air Force Base Instruction (SAFBI) 90-101, Severe Weather Operations

A. PURPOSE: Establishes procedures for curtailing USTRANSCOM activities and prescribing the early release of personnel during adverse weather conditions. This policy directive follows the guidance of AFI 36-815 and SAFB 90-101.

B. APPLICABILITY: This policy directive applies to all USTRANSCOM personnel at Scott AFB IL.

C. POLICIES AND PROCEDURES:

1. Provides specific procedures for the release of personnel from duty prior to reporting to work or before the end of the normal workday during adverse weather conditions.

2. Responsibilities:

2.1. The Commander, 375th Mission Support Group (375 MSG/CC) through the Scott Command Post (375 AW/CP) will advise the USTRANSCOM Chief of Staff (TCCS), through the USTRANSCOM 24-hour Joint Mobility Operations Center (JMOC) Chief, of the decision to curtail base activities due to adverse weather conditions.

2.2. TCCS will advise the Deputy Commander (TCDC) who will, in turn, advise the Commander (TCCC) of the situation and either choose to have USTRANSCOM personnel follow 375 MSG/CC guidance or initiate USTRANSCOM-specific adverse weather procedures.

3. Procedures:

3.1. USTRANSCOM personnel will follow 375 MSG/CC guidance unless notified otherwise through their chain of command. USTRANSCOM personnel can obtain information on base activities affected by adverse weather from several sources. The Scott AFB Information Line (256-SAFB) is updated in the event that delayed reporting is authorized. For those living on base, information will also be posted on the Commander's Access Channel. Scott AFB Public Affairs (375 AW/PA) will provide base adverse weather operations status to participating local radio/TV stations. A list of these stations will be printed twice per year (spring and fall) in the base paper (Command Post). During non-duty hours, one of two messages will be announced over local radio and television stations:

3.1.1. "Delayed reporting is granted to Scott AFB employees." The purpose for delayed reporting during adverse weather conditions is to allow personnel additional time for safe travel to the base. For example, if an employee's official start time is 0800, individual has until 1000 to report; however, employee is to try to report to work as close to their official start time as possible. If a civilian employee is more than two hours late because of adverse weather or disruption of public or private transportation, that time may be excused as administrative leave following review by the employee's supervisor on a case-by-case basis. In situations where either military or civilian employees do not report for duty on a day in which a 2-hour delay is declared, annual leave is charged for the full duty day (i.e., for civilians: 8 hours [or 9 hours for those on flex time]--not 6 hours). An exception to charging annual leave can be made if the supervisor determines, after personal review of the facts in each case, that the employee made every reasonable effort to get to work, but was unable to do so because of weather conditions. Determining factors for consideration in the decision include distance between the employee's residence and place of work and mode of transportation.

3.1.2. "Only mission-essential personnel are to report to work at Scott AFB." This means only those individuals designated as mission essential will report to work. In this situation, non-essential civilian employees will be placed on administrative leave. For military members, everyone whose services are not required will be placed on *telephone standby* until further notice. Each division chief has the responsibility to designate mission-essential personnel. For civilian employees, supervisors must notify each individual and maintain documentation of this requirement in advance of adverse weather conditions. Notification is documented by obtaining the employee's signature on a signed dated memo that states the individual is mission essential. After signature, the supervisor must place the original in the "Supervisor's Employee Work Folder" (i.e., 971 file), and give a copy to the employee. Supervisors of military members should follow comparable procedures in designating Service members as mission essential.

3.2. If TCDC decision is to initiate USTRANSCOM-specific adverse weather procedures, the TCCS, during both duty and non-duty hours, will notify designated representatives from the Command Section, directorates, and direct reporting elements with specific instructions from TCDC. Notice will specify that these instructions supersede 375 MSG/CC guidance as well as television and radio announcements concerning duty for other Scott AFB personnel. These

representatives are then responsible for notifying personnel in their respective offices and for determining which personnel are to be excused from duty and which personnel must report for or remain on duty. Civilian employees are excused in accordance with procedures in AFI 36-815 and the negotiated labor agreement.

D. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY

S I G N E D

GARY H. HUGHEY
Lieutenant General, U.S. Marine Corps
Deputy Commander

OPR: TCJ3/4-OD